

**BIG ROCK COMMUNITY SERVICE DISTRICT
MINUTES OF ITS REGULARLY SCHEDULED PUBLIC MEETING
Thursday, November 21, 2024
Meeting was called to order by President Akin at 5:08 p.m.**

PRESENT: President & Acting Treasurer Joe Akin, Director/Trustee Mike Finley, Director/Trustee Art Aten, Secretary/Bookkeeper Renna Nelson, General Manager Andy Allen

ABSENT: None

GUESTS: Michele Anderson

INVOCATION: Led by Director/Trustee Finley

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG: Led by President & Acting Treasurer Akin

1. PUBLIC COMMENT PERIOD: None

2. MINUTES:

- Director/Trustee Finley made a motion to approve the regular meeting minutes of Oct. 17, 2024, as presented. President & Acting Treasurer Akin seconded the motion, and the subsequent vote of the Board was unanimous.

3. REPORTS AND PRESENTATIONS:

3.a. Condition of the Water-Distribution System: General Manager Andy Allen reported the following:

- The 6-inch Master Meter has not been replaced yet. Ricardo from Woods Plumbing came out to take another look and finalize plans.
- GM Allen requested approval to purchase a new 8-inch meter to replace the current meter at the 200,000-gallon tank that does not read properly. After discussion Director/Trustee Finley made a motion to approve purchasing a new 8-inch meter to be located at the 200,000-gallon tank with a spending limit of \$3,500.00. Director/Trustee Aten seconded the motion, and the subsequent vote of the Board was unanimous.
- The check valve at the well house is failing and water is flowing back down to the well from the main line running up to the tanks. No action taken.
- E-coli and coliform bacteria have been detected in the raw water test. It may be necessary to chlorinate the well. Monthly tests are occurring until there are negative results.

- Per Tomas Cary with the State Water Resources Control Board, it is up to the district to decide whether to require cross connection testing for properties that claim to have independent systems. The district is required to create its own policy regarding properties with locked meters and separate sources. After discussion, Secretary Nelson suggested that everyone read the new Cross Connection Control Policy Handbook that she distributed at a previous meeting to make sure the current policy covers the new requirements.
- There is a dead tree next to the Conex boxes that needs to be taken down. President & Acting Treasurer Akin suggested getting a bid to have the tree taken out. GM Allen requested that President & Acting Treasurer Akin meet with him to take a look at the tree.
- The road to the 200,000-gallon tank still requires maintenance. No action taken.
- There was a leak on the customer side at 160 Jedediah Way that has been fixed.
- MPA testing is scheduled for the first week of December. Analytical Services, Inc. out of Vermont is the only lab that Tomas Cary (State Water Resources Control Board) is aware of.
- Both locks on the lower pumphouse broke and have been replaced.
- Brian is requesting a pay increase. No action taken.
- GM Allen reported a water loss percentage of 28.05% compared to the previous month water loss percentage of 35.07%.

3.b. Financial Report: The Financial Report, compiled by Secretary Nelson and presented by President and Acting Treasurer Akin.

- For the period of Oct. 31, 2024, the total operating revenue was \$12,740.06.
- Total operating expenses was \$10,827.98.
- Net ordinary income was \$1,912.08.
- Net other income and expense was (\$10,220.32).
- Net increase/decrease in position was (\$8,308.24).
- The district's liquid cash balance on hand as of Oct.31, 2024, was \$559,347.90.
- Director/Trustee Aten made a motion to approve the Financial Report as presented. Director/Trustee Finley seconded the motion, and the subsequent vote of the Board was unanimous.

3.c. Secretary's Report:

- There were 18 past due accounts when the Oct. statements were sent out. Five payments have been received. Action to collect is being taken.
- Secretary Nelson reported that she reached out to FEMA and was able to obtain a copy of the closeout documents for the grant. The spreadsheet that the auditor requested was completed. The spreadsheet and FEMA closeout were emailed to the auditor.

- President & Acting Treasurer Akin made a motion to approve the Cash Flow Report. Director/Trustee Finley seconded the motion, and the subsequent vote of the Board was unanimous.

3.d. Policy Review:

- President & Acting Treasurer Akin reported that he has no updates at this time.

4. UNFINISHED BUSINESS:

4.a. Customer Concerns Under Review:

- No customer concerns under review.

4.b. Will Serve Letter Request:

- President & Acting Treasurer reported that there is an easement on Shady Lane and that he talked with the contractor building the house for Marshall & Bernice Jones so there should be no problem with writing a Will Serve Letter. President & Acting Treasurer Akin will write the Will Serve letter.

5. NEW BUSINESS:

5.a. New Customer Concerns:

- President & Acting Treasurer Akin reported that Thom Hutzell at 270 Hazeltine asked about the placement of his meter. No action taken.

5.b. Banking & Investments:

- Discussion was held regarding adding incoming (new) Board Members and Secretary to the Board Renna Nelson as signers to all banking and investment accounts as well as opening a saving account at Tri Counties Bank.
- Director/Trustee Finley made a motion to approve adding new (incoming) Board Members Craig Strong and Michele Anderson as well as Secretary Renna Nelson as signers on all Big Rock CSD banking and investment accounts. To include accounts at Chase Bank, Coast Central Credit Union, and Tri Counties Bank. President & Acting Treasurer Akin seconded the motion, and the subsequent vote of the Board was unanimous.
- Director/Trustee Finley made a motion to approve opening a savings account at Tri Counties Bank in the amount of \$100.00. President & Acting Treasurer Akin seconded the motion and the subsequent vote of the Board was unanimous.

5.c. Oath of Office: Tabled (No action taken)

5.d. December 19, 2024, meeting:

- Discussion was held regarding cancelling or changing the date of the December 19, 2024, meeting. After discussion Director/Trustee Finley made a motion to approve changing the December meeting date to Dec. 12, 2024. Director/Trustee Aten seconded the motion, and the subsequent vote of the Board was unanimous.

6. OTHER: President & Acting Treasurer Akin reported that he took an online training in regard to Senate Bill 855 (drought planning). He will forward information on the Senate Bill and the training to GM Allen.

7. ADJOURN REGULAR OPEN SESSION:

- President & Acting Treasurer Akin adjourned the Regular Open Session at 6:58 pm.

Attested:

Renna Nelson
Renna Nelson, Secretary to the Board

Approved: 12/19/2024

President & Acting Treasurer Joe Akin: Joe Akin

Director/Trustee Mike Finley: Mike Finley

Director/Trustee Aten: Arthur Aten